



Nebraska Office of Highway Safety (NOHS)
CHILD RESTRAINT SYSTEMS
MINI-GRANT CONTRACT APPLICATION AND AWARD

MUST BE APPROVED BY NOHS PRIOR TO PURCHASE

Please Type DATE: _____

APPLICANT : _____

ADDRESS : _____

CITY, STATE, ZIP : _____

TELEPHONE NO. : _____ FEDERAL I.D. NO. : _____

EMAIL ADDRESS : _____

PROJECT DESCRIPTION: The purpose of this Mini-Grant Contract is to provide funding assistance to Nebraska Child Safety Seat Inspection Stations to acquire child restraint systems for distribution to low-income residents. The NOHS will provide funding assistance for child restraint systems as demonstrated by the needs in the community not to exceed \$5,000.00 per fiscal year.

The applicant must submit the following supporting documentation with this application:

- 1) the number of requested child restraint systems;
- 2) a description of the equipment to be purchased, including make, model and manufacturer;
- 3) an itemized cost summary of the equipment to be purchased including 3 competitive bids;
- 4) the counties/cities served and the days and hours of operation per month;
- 5) an inventory listing of child safety restraints on hand for distribution to low income clients;
- 6) a copy of the applicant's policies outlining the inspection fee charged (if any); the low-income guidelines; and, the criteria for providing new child safety seats to clients;
- 7) a copy of the inspection station's activity logs for the previous 12 month period; and,
- 8) a copy of your organization's current seat belt policy and drug-free workplace policy.

CONTRACTUAL SERVICES:

- | | |
|--|-------|
| 1) Number of Child Restraint System(s) | _____ |
| 2) Total Cost | _____ |
| 3) Cost to Nebraska Office of Highway Safety | _____ |

The applicant agrees to complete and return to the manufacturer all Product Registration Cards upon distribution of the child restraint systems.

Within sixty (60) days from the conclusion of the activity the reimbursement request must be submitted. **After sixty (60) days, reimbursements will not be honored.**

This Mini-Grant Contract is financed on a reimbursement basis. The applicant must 1) receive approval of the Mini-Grant Contract from the NOHS prior to purchase; 2) incur the expenses (pay the bills); 3) request reimbursement for the amount awarded on a "Mini-Grant Contract Claim for Reimbursement (CR); and 4) complete the CR and attach the required supporting documentation as prescribed below.

- a) Itemize each expenditure on the Claim for Reimbursement located on the NOHS website at:
www.transportation.nebraska.gov/nohs/contract.html
- b) Attach a copy of the invoice(s) from the vendor with the itemized costs of the child restraint systems.
- c) Attach a copy of the check(s) paid by the applicant to the vendor for the child restraint systems.

Acceptance of Conditions: The Mini-Grant Contract Award recipient agrees to comply with all applicable federal and state laws, rules and regulations, and certification and assurances located in Attachment A of the Grant Contract Proposal Guide and Policies and Procedures. The Guide can be found on the NOHS website at www.transportation.nebraska.gov/nohs/contract.html. Failure to comply with these conditions may result in termination of this Grant Contract Award. All Awards are subject to availability of Federal Funding.

Authorized Signature of Applicant

Date

Print or Type Name

Nebraska Office of Highway Safety

Date

Fred E Zwonechek, Administrator

Print or Type Name

Return completed form to: Nebraska Office of Highway Safety
P.O. Box 94612
Lincoln, Nebraska 68509-4612

Phone (402) 471-2515
FAX (402) 471-3865

TO BE COMPLETED BY NOHS

Project No.:

SB:

DF:

Contract Approval Date:

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this Mini-Grant Contract is **20.602**.